



**CITY OF MADEIRA BEACH**  
**300 MUNICIPAL DRIVE \* MADEIRA BEACH, FLORIDA 33708**  
**PHONE (727) 391-9951\* FAX (727) 399-1131 [www.ci.madeira-beach.fl.us](http://www.ci.madeira-beach.fl.us)**

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

### **FACILITIES USE AGREEMENT**

- (1) No activities will be scheduled more than twelve (12) months in advance. Upon approval of the request, the reservation will be placed on the activities calendar.
- (2) The City will make its auditorium facilities available for rental use when there are no government activities scheduled. Government activities shall be defined as all activities of any department of the City as well as all activities of the Board of Commissioners or any of its duly appointed boards or commissions. **Government activities shall at all times and in all cases have priority over, including the right to cancel, any other group meetings.**
- (3) Groups composed entirely of minors will not be granted permission to use municipal facilities.
- (4) Each group will be held responsible for any and all items that are lost, stolen or broken during their period of use, and shall reimburse the City all costs for repairs and replacements.
- (5) Equipment, decorations and signs used for a meeting shall be placed and removed so as not to mark or otherwise damage the building or furniture, and must be removed promptly after the meeting.
- (6) Each group using the facilities shall replace all items used to their proper places and remove all debris. Areas must be left in a neat and clean condition.
- (7) Groups using the building, or any area in the building, must assume responsibility for public liability and hereby agree to indemnify and hold the City harmless from any loss, damages or claims of any kind arising out of their use of the facility.

**OVER**

- (8) The auditorium facilities shall not be leased to any political candidate on either local, county, state or national levels. However, permission may be granted for group meetings of a political nature when such an event is sponsored by a local civic organization and candidates are invited to attend.
- (9) Groups charging a course fee may be required to provide proof of insurance listing the City of Madeira Beach as an additional insured.
- (10) Smoking is prohibited in all areas inside City Hall.

**I hereby certify that I have read and fully understand and will comply with all terms and conditions of the Facilities Use Agreement for the use of the Auditorium.**

**By:** \_\_\_\_\_  
Signature

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Print

Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_

One Side: \_\_\_\_\_ Both Sides: \_\_\_\_\_ Food: \_\_\_\_\_ Alcohol: \_\_\_\_\_

Intended Use: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_

Special Arrangements (i.e. tables & chairs set-up) \_\_\_\_\_

**CITY OF MADEIRA BEACH USE ONLY**

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Deposit Required:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Tax:** \_\_\_\_\_ **Total:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Proof of Insurance required:** \_\_\_Yes \_\_\_No **Date Provided:** \_\_\_\_\_